

NASA/MSFC PKI CERTIFICATE APPLICATION

This form must be filled out legibly and completely. Any form lacking information will be disregarded. Privileges are audited regularly. If access is used improperly, the privilege will be removed.

USER INFORMATION

Name (Last, First, MI): 	Citizenship:	If citizenship is not U.S., enter citizenship status (Permanent Resident, Foreign National, etc.):
Organization:	If non-Government employee, identify official relationship to NASA (grant, MOU, contract, etc.):	
Mail Code:	Building/Room Number:	Work Phone Number (include area code):
Work Mailing Address:		Home Mailing Address:
Location/NASA Center:	IDS/DDS User ID:	E-mail Address:
Action Required: (It is your responsibility to notify us when this account is no longer required.) <input type="checkbox"/> Request New User Account <input type="checkbox"/> Change User Information		
Date To Be Revoked (if applicable):		
Purpose for Use of Certificate:		

Conditions of Issuance

I acknowledge and declare that, prior to applying for, accepting or using the NASA Public Key Certificate, I have read and accepted the conditions in the NASA PKI Subscriber Agreement. The NASA PKI Subscriber Agreement is available on the Internet at <http://nasaca.nasa.gov/docs.html>. I am aware that the X.509 Certificate Policy for NASA PKI and the NASA Certification Authority Certification Practice Statement are available on the Internet at <http://nasaca.nasa.gov/docs.html> and I accept the subscriber obligations and responsibilities contained therein as summarized in the NASA PKI Subscriber Agreement. I hereby certify that the information provided by me is true and correct to the best of my knowledge and belief.

I certify that I am the individual described in the attached NASA/MSFC PKI Certificate Application and acknowledge receipt of the corresponding Registration Number and Authorization Code for my PKI Certificate.

Applicant Signature/Date:

REQUESTOR ORGANIZATIONAL APPROVAL

E-mail Address:		Phone Number (include area code):						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">Validity Period</td> </tr> <tr> <td style="width: 50%; text-align: center;">From</td> <td style="width: 50%; text-align: center;">To</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> </tr> </table>		Validity Period		From	To			Legal Name (Last, First, MI) and Official Title: Supervisor's Signature/Date: Signature
Validity Period								
From	To							

COTR APPROVAL (FOR CONTRACTORS ONLY)

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">Validity Period (Required)</td> </tr> <tr> <td style="width: 50%; text-align: center;">From</td> <td style="width: 50%; text-align: center;">To</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> </tr> </table>		Validity Period (Required)		From	To			Legal Name (Last, First, MI) and Official Title: COTR's Signature/Date: Signature
Validity Period (Required)								
From	To							

RA ACTION

Date of Request: 06/21/2002	Date Received:	Date User Notified:	RA Signature/Date: Signature
Comments:			

INSTRUCTIONS

1. Read the conditions of issuance set forth in the NASA/MSFC PKI Subscriber Agreement at (<http://nasaca.nasa.gov/docs.html>) . If you accept these conditions, electronically complete MSFC Form 4378. (Note: The requester is responsible for assuring that their User ID and E-Mail Address are correct or the request will be rejected.) *
2. E-mail the completed form to your supervisor.
3. For contractors, the user's supervisor will digitally sign the request and forward to the appropriate NASA/MSFC COTR. Contractor management designated by the assigned NASA/MSFC COTR may apply for PKI Certificates by e-mailing the application directly to the NASA/MSFC COTR. The maximum validity period of for a contractor application is the earliest of the contract termination date or two 2 years.
4. The NASA/MSFC supervisor or NASA/MSFC COTR will digitally sign the request and forward the request via e-mail to PKIRA@msfc.nasa.gov.
5. The RA will notify the user via e-mail when the application is accepted and processed or rejected.
6. The user (in person) will verify their identity to the RA by showing their MSFC badge and any government-issued picture identification (i.e., state driver's license, etc.).
7. The user (in person) will sign MSFC Form 4378-1 (NASA/MSFC PKI Subscriber Agreement) and accept the Registration Number and Authorization Code.
8. The user must activate their PKI Certificate within ten (10) days or the Registration Number and Authorization Code will expire and it will be necessary to reissue them.

* To verify your User ID and E-Mail Address (X500), contact the Help Desk at 544-HELP and select Option 7.